

**DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE OFFICER
FISCAL SERVICES/ ACCOUNTING UNIT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer
Location: 24 Wolcott Hill Road, Wethersfield, CT 06109
Job Posting No: **00035475**
Hours: 40 Hours a week, 1st Shift, Monday - Friday
Salary: AR 23 \$66,213 – \$85,597
Closing Date: November 8, 2016

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.*

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitution Allowed: 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2) A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. 3) For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. 4) For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Preferred Sills and Experience: The responsibilities assigned to this position demand good communication skills and interaction with not only DOC staff, but also staff at other state agencies as well. Some knowledge of grant accounting and CORE experience, especially with respect to the A/R module, is preferred. Furthermore, extensive knowledge of Excel and experience in the reconciliation of various accounts is required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should MAIL a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (CT-HR-12) which is

available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf and State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf to:

**DEPARTMENT OF CORRECTION
24 WOLCOTT HILL ROAD
ATTN: ERICA SOTO, HR ASSOCIATE
WETHERSFIELD, CT 06109**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.